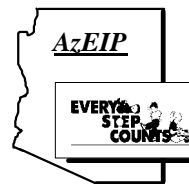


AzEIP SITE REVIEW PHYSICAL SET-UP

Reviewer
Date of Site Visit

Agency/Program Contractor
Code: C= Compliance; N=Non Compliance

Standard	Indicator	Rating	Comments
I. Placement of Equipment	A. Files:		
	1. Child/family files are kept in locked cabinets.		
	2. Locked file cabinets are in semi-private/private location in office. (File cabinets are along back wall as opposed to by front door.)		
	3. Keys to file cabinets are kept in discrete places. (Not in top desk drawer.)		
	4. List of who has access to files is posted on or next to locked file cabinets.		



Standard	Indicator	Rating	Comments
	B. Fax: 1. Fax machine is placed in private area. (Fax machine is not in place where anyone can have access to incoming faxes.)		
	2. Fax cover-sheets for confidential faxes are appropriately designated and easily accessible.		
	C. Computers: 1. Computers are set-up in semi-private/private location in office.		
	2. Computers have password only access, if appropriate.		
	D. Other: 1. Paper shredder is easily accessible.		
II. Office Space	A. Privacy: 1. There is space for private/confidential phone calls		
	2. There is space for private/confidential meetings.		